

EDITED KSA LISTING

CLASS: Correctional Administrator, Department of Corrections

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1	Comprehensive knowledge of modern principles and practices of public and correctional administration including inmate classification, discipline, personnel management, supervision, and business management, etc., of a large organization to effectively provide public safety in a fiscally sound manner and achieve the mission of the Department of Corrections.
K2	Extensive knowledge of the purposes, activities, regulations, and functions of the California Department of Corrections to effectively provide public safety and comply with federal and state laws.
K3	General knowledge of the purposes, activities, and functions of the Board of Prison Terms and various control agencies, to effectively provide public safety and comply with federal and state laws.
K4	Comprehensive knowledge of the problems involved with and methods used in the custody, control, and adjustment of incarcerated felons to safely manage the inmate population.
K5	Comprehensive knowledge of the operational structure of all institutional/camp divisions including custody, business services, health care, and reception/program and housing to provide effective management of a division within the organization.
K6	Comprehensive knowledge of the manager's role in the EEO and Sexual Harassment Prevention Programs and the processes available to meet the Department's EEO and Sexual Harassment Prevention objectives as they relate to the supervision and management of departmental personnel.

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	Skill to:
S1	Analyze situations or data accurately and develop a course of action to effectively manage an organizational division.
S2	Supervise staff in various work assignments in order to achieve the department/institution's visions, values, missions, and goals.
S3	Evaluate the effectiveness of action plans to ensure expected results.
S4	Communicate effectively (verbal and written) to provide information, directions, and to establish and maintain cooperative working relationships with staff members, public officials, public agencies, and interested community and professional groups to promote an environment that is conducive to carrying out the mission of the Department.
S5	Apply effective principles of budget preparation and control, personnel management, business management, public administration, and correctional administration to effectively manage an organizational division.
S6	Manage a multidisciplinary workforce to achieve optimum effectiveness in an organizational division.
S7	Effectively promote equal employment opportunity and maintain a work environment, which is free of discrimination and harassment.
S8	Effectively manage emergency operations as the Emergency Commander to maintain safety and security of the institution and ensure public safety.

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	Ability to:
A1	Lead staff in an ethical, moral, and professional manner to accomplish the visions, values, goals, and mission of the Department.
A2	Motivate staff to become agents of change to accomplish organizational goals visions, values, and mission.

	Special Personal Characteristics:
SPC1	Leadership qualities by demonstrating emotional maturity, stability, tact, ethical/moral behavior, law abiding, self confidence, command presence, dedication to duty, professional role model, etc. in order to accomplish day-to-day operational efficiency and promote the Department 's vision, values, mission, and goals, etc.

	Special Physical Characteristics:
SPHC1	Have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or inmates.